

‘THE SPIRIT EXPERIENCE’
Residential Course
Monday 20 February to Friday 24 February 2012
The Coberhill Conference Centre
Cloughton Scarborough

Course organiser :- Donna Stewart

Cost £360.00 per person (based on room share). Cost includes accommodation (single room supplement extra – see terms and conditions) on full board basis inclusive of course fee

Bookings must be supported by a non refundable deposit of £50 per person
Booking Form - Please read terms and conditions

Full Name			
Address Line 1			
Address Line 2			
Village			
TOWN/CITY		Daytime Telephone	
County		Evening Telephone	
Postcode		Mobile	

Guests in group
(including person named above)

* See terms & conditions item 4

Preferred accommodation <3 **Diet**

	Name	Single *	Twin/ Share	Double	Normal diet	Vegetarian diet	Special Diet (vegan, celiac etc)*
1							
2							
3							
4							

Deposits enclosed in the sum of £50 per person (or balance in full if within 60 days of course commencement)

Please use this space to give details of preference for any special diet or disability requirements (please attach a separate sheet if necessary)

Deposit total £..... Enclosed cheque..... Paypal

Please make cheques payable to DONNA STEWART. Payment by debit/credit card may also be made by PAYPAL. By visiting www.donnastewart.co.uk and using 'Donnas Shop' link.

Your signed booking form must still be sent to Donna Stewart, Course Organiser, at the address below.

Confirmation will be sent by return post with details of balance to pay etc

Declaration: I confirm that I have read the Terms & Conditions of booking, which I accept on my own behalf and on behalf of all the persons additionally named on this booking application. I am authorised by all persons named to accept these Terms & Conditions on their behalf and understand that my signature initiates a contract between the persons named on this application and DONNA STEWART Course Organiser.

Signature

Date

Please send completed form and deposits to:

Donna Stewart 14 Wothorpe Fields, Wothorpe, Stamford, Lincs, PE9 3JN

Office Use Only		
Received Date:	Confirmation Despatch	Balance to Pay

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The Coberhill Conference Centre, Cloughton, Scarborough

TERMS & CONDITIONS OF BOOKING

1. Please read carefully these Terms & Conditions. The person who signs this booking form accepts these on behalf of everyone named on the booking form and by signing is entering into a contract between all parties concerned. This includes cancellation charges as outlined below. The basic rate for this course is: £360
2. **Deposits:** to reserve your place(s) please complete and return this form to the address below, retaining the T&C's for your reference and include a non-refundable deposit of £50 per person. If booking is made within 60 days of course commencement then the balance must be paid in full at the time of booking
3. **Payment of Balance:** Balance of the account is payable in full at least 60 days before course commencement – this must be received by **20TH December 2011**. If your booking is made within this period, then the balance is payable in full immediately. A reminder will be issued in the month before the deadline date
4. **Single Rooms:** ALL SINGLE ROOMS are offered on a first come first served basis as they are limited, and a number of twin or double rooms are available for single occupancy at a supplement of £12.00 per night, which are also limited. Please check availability with course organisers to be sure there are single or supplement rooms and if none are available then you will be asked to share with up to 2 other people.
5. **Rooms and Allocation:** Rooms will be allocated to guests by the course organisers. All rooms are en-suite with either bath or shower, but no preference for the facilities can be given unless there is a disability.
6. **Cancellation:** Any cancellation made after your booking has been confirmed must be given in writing to the course organiser handling bookings and the effective date for cancellation is the date that the course organiser receives your written instructions. If you do cancel a cancellation fee will apply based on the following scale:
 - a. Up to 16 weeks prior to commencement date Deposit Only (Deposits are non-refundable under any circumstances)
 - b. 16 -8 weeks prior to commencement date Deposit and 50% of balance
 - c. 8-4 weeks prior to commencement date Deposit and 75% of balance
 - d. 4 weeks to day of arrival Deposit and 100% of balance

Where a cancellation fee is to be levied you will be notified of the amount and the remainder from your payment will be refunded to you as soon as is reasonably possible

7. **Insurance: You are strongly advised to take out your own insurance in case you need to cancel through illness or unforeseen circumstances. We cannot offer you travel insurance as part of the package.**
8. YOU WILL BE PLACED WITH A GROUP TUTOR SUITED TO YOUR ABILITY AND EXPERIENCE AT THE DISCRETION OF THE ORGANISERS AND PLACEMENT WITH A PREFERRED TUTOR CANNOT BE ENTERED INTO.
9. The organisers respectfully reserve the right to decline a booking if alcohol or substance abuse is suspected or for any other reason where the wellbeing or safety of other guests may be compromised.

GENERAL INFORMATION

- a. **Arrival** - Monday 20 February - Check in to the hotel after 2.30pm – WELCOME MEETING AT 4pm
- b. **Departure** - Friday 24 February - After lunch - rooms to be vacated by 10.00 am (Luggage will be held in a secure room if necessary)
- c. **Special Dietary Requirements** - Most diets - Vegan, Dairy Free, Celiacs etc can be catered for. Any particularly unusual dietary requirements may incur extra charge at the hotel's discretion. Please indicate any special diets, giving full details of exactly what cannot be consumed, along with the name of the guest concerned. You will be notified if there is any extra charge to pay

Please complete the booking form with deposit cheques payable to 'DONNA STEWART' and send to:

Donna Stewart 14 Wothorpe Fields, Wothorpe, Stamford, Lincs, PE9 3JN
PAYMENT BY DEBIT OR CREDIT CARD MAY BE MADE BY PAYPAL .
VISIT www.donnastewart.co.uk. AND CLICK ON DONNA'S SHOP.